

Monthly Report

March 1, 2007 through March 31, 2007

Project Title

Montana Department of Transportation (MDT) One Stop Shop for Traveler Information

Principal Investigator

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Program Manager
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Research Assistants

The work performed under this contract has been performed by PBS&J with the assistance of our subcontractors, Current Transportation Solutions and ETC Institute.

Introduction

This first monthly report covers the period from March 1, 2007 through March 31, 2007. During that month, the PBS&J team continued work on the early tasks in the project.

The next section provides an overview of the project objective. The report then provides an overview of the progress completed during the previous month, and compares anticipated budget and work to the project schedule.

Project Objective

The objective of this project is to develop an implementation plan for a one-stop shop for traveler information, with a focus on traveler information needs for the transportation-disadvantaged, including the elderly, disabled, and poor. In addition, the plan should address traveler information needs for tourists.

Work Progress

This was the first month in which we worked on this project. We performed the following tasks:

- Continued conducting research to fulfill the requirements of:
 - Task 3.1.1 (review transportation information systems)
 - Task 3.1.2 (identify current technologies)
 - Task 3.1.3 (review existing Montana transportation information services)

- Task 3.1.8 (review funding options)
- Task 3.1.9 (review TranPlan 21)
- Completed a draft of the moderator's guide for the focus groups and circulated it to the TAC.
- Continued trying to schedule focus groups.

Issues

Assuming that the focus groups are held as proposed above, the schedule will slip by approximately two months. A revised schedule is included with this progress report. We can discuss ways to minimize the slippage.

Major Accomplishments or Discoveries

The major accomplishment for this period was the completion of a draft of the moderator's guide for the focus groups. In addition, we continued trying to schedule focus groups, though that has proved challenging.

Work Projection

During the next month, we plan to complete the following activities:

- Finalize the schedule for the focus groups.
- Complete the focus group materials
- Conduct interviews with additional stakeholders as needed.

Financial Report

Table 1 on the following page shows the current financial status of the project as of the end of February, 2007. Note that the financial summary lags behind the progress report by one month.

Table 1: One-Stop Shop Financial Summary

Task	Initial Cost	Expended to Date	Percent Expended	Amount Remaining	Percent Remaining	Estimated Percent Complete
Finalize Research Plan	\$ 7,318	\$ 5,680	77.6%	\$ 1,638	22.4%	100%
Review Transportation Information Systems	\$ 8,685	\$ 4,200	48.4%	\$ 4,485	51.6%	75%
Identify Current Technologies	\$ 9,349	\$ 4,200	44.9%	\$ 5,149	55.1%	75%
Review existing MT Information Services	\$ 8,043	\$ -	0.0%	\$ 8,043	100.0%	
Determine Public and User Needs	\$ 35,000	\$ 718	2.1%	\$ 34,282	97.9%	
Determine Additional Needs	\$ 12,753	\$ -	0.0%	\$ 12,753	100.0%	
Determine Best Options	\$ 4,559	\$ -	0.0%	\$ 4,559	100.0%	
Recommend Implementation Approach	\$ 3,757	\$ -	0.0%	\$ 3,757	100.0%	
Review Funding Options	\$ 3,446	\$ 3,000	87.1%	\$ 446	12.9%	
Review TranPlan 21	\$ 2,075	\$ 2,044	98.5%	\$ 31	1.5%	100%
Implementation Plan	\$ 16,344	\$ -	0.0%	\$ 16,344	100.0%	
Kick-Off Meeting	\$ 4,961	\$ 4,274	86.2%	\$ 687	13.8%	100%
Mid-Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Final Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Project Summary Report	\$ 1,335	\$ -	0.0%	\$ 1,335	100.0%	
Monthly Progress Reports	\$ 3,414	\$ 715	20.9%	\$ 2,699	79.1%	11%
Total	\$ 130,963	\$ 24,833	19.0%	\$ 106,131	81.0%	
		Actual	Projected			
State Fiscal Year 2007 Expenditures		\$ 24,833	\$ 80,971			
Federal Fiscal Year 2007 Expenditures		\$ 24,833	\$ 80,971			